

**Winnetka-Northfield Public Library District  
Special Meeting of The Board of Trustees**

THE MEETING WILL BEGIN AT 6:30PM PM AT THE NORTHFIELD LIBRARY  
INSTRUCTIONS TO JOIN VIRTUALLY POSTED AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)

**AGENDA**

Monday, September 15, 2025

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Public Hearing on Proposed Budget & Appropriation Ordinance for Fiscal Year 2025-2026\***
- V. Vote to Adopt Budget & Appropriation Ordinance for Fiscal Year 2025-2026**
- VI. Adjournment**

# WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

## BUDGET & APPROPRIATION ORDINANCE

FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026

ORDINANCE NO. 2025-2026/2

COOK COUNTY, ILLINOIS

This Ordinance constitutes the Budget & Appropriation Ordinance for the Winnetka-Northfield Public Library District, located in Cook County, Illinois, for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**BE IT ORDAINED** by the Winnetka-Northfield Public Library District Board of Trustees as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

<b>A. CORPORATE FUND</b>	<u>Budget</u>	<u>Appropriation</u>
1. Personnel Expenses	\$3,064,750	\$3,371,225
2. Administrative Services	\$336,943	\$370,637
3. IT Services	\$280,000	\$308,000
4. Materials	\$840,750	\$924,825
5. Programming	\$109,100	\$120,010
6. Capital Outlay	\$465,000	\$511,500
<b>Total Corporate Fund</b>	<b>\$5,096,543</b>	<b>\$5,606,197</b>
<b>B. SPECIAL RESERVE FUND</b>	<u>Budget</u>	<u>Appropriation</u>
1. Capital	\$3,000,000	\$5,000,000
<b>Total Special Reserve Fund</b>	<b>\$3,000,000</b>	<b>\$5,000,000</b>
<b>C. SPECIAL TAX FUNDS</b>	<u>Budget</u>	<u>Appropriation</u>
1. Library Building & Sites (.02%)	\$478,302	\$526,132
2. Unemployment Insurance	\$1	\$50,000
<b>Total Special Tax Funds</b>	<b>\$478,303</b>	<b>\$576,132</b>
<b>TOTAL BUDGET &amp; APPROPRIATION</b>	<b>\$8,574,846</b>	<b>\$11,182,329</b>

SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$9,288,031.84.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$5,590,800.
- c. The estimated total expenditures for the fiscal year is \$8,574,846.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$6,313,586.
- e. The estimated amount of taxes to be received during the fiscal year is \$5,162,670.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$428,130.

SECTION 3. Funds in the total amount of \$11,182,329 or so much thereof as may be authorized by law, and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Winnetka-Northfield Public Library District Board of Trustees on September 15, 2025.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
 Laura Freechack, President | Board of Trustees  
 Winnetka-Northfield Public Library District

ATTEST:

\_\_\_\_\_  
 Sarah Tegel, Secretary | Board of Trustees  
 Winnetka-Northfield Public Library District

(SEAL)

STATE OF ILLINOIS    )  
                                       ) SS.  
 COUNTY OF COOK     )

### **CERTIFICATE OF AUTHENTICITY**

I, Sarah Tegel, the duly qualified and acting Secretary of the Winnetka-Northfield Public Library District Board of Trustees, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

#### **BUDGET & APPROPRIATION ORDINANCE ORDINANCE NO. 2025-2026/2**

adopted at a regular meeting of the Library District Board of Trustees held on September 15, 2025.

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Sarah Tegel, Secretary | Board of Trustees  
 Winnetka-Northfield Public Library District

(SEAL)

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
CERTIFIED ESTIMATE OF ANTICIPATED REVENUE BY SOURCE  
FISCAL YEAR JULY 1, 2025 – JUNE 30, 2026**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026:

Tax Receipts	\$5,162,670
Interest	\$216,000
Kenilworth Service Contract	\$105,000
Corporate Replacement Tax	\$45,000
Illinois Public Library Per Capita Grant	\$27,280
Friends of the Library Contributions	\$20,000
Other Income	\$14,850
<b>Total Anticipated Revenue</b>	<b>\$5,590,800</b>

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka- Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matt Kinnich, Treasurer | Board of Trustees  
Winnetka-Northfield Public Library District

## FY25-26 OPERATING BUDGET

REVENUE		
	APPROVED	% of BUDGET
<b>TAX REVENUE</b>		
Replacement Tax	\$ 45,000.00	0.9%
Property Tax Collections	\$ 4,684,000.00	91.6%
<b>TOTAL</b>	<b>\$ 4,729,000.00</b>	<b>92.5%</b>
<b>COLLECTIONS</b>		
Per Capita Grant	\$ 27,465.00	0.5%
Kenilworth Services	\$ 105,000.00	2.1%
Studio Fees	\$ 1,100.00	0.0%
Lost/Damaged Materials	\$ 3,000.00	0.1%
<b>TOTAL</b>	<b>\$ 136,565.00</b>	<b>2.7%</b>
<b>MATERIALS</b>		
Copying/Printing	\$ 8,300.00	0.2%
Book Sales	\$ 1,000.00	0.0%
<b>TOTAL</b>	<b>\$ 9,300.00</b>	<b>0.2%</b>
<b>ACCT EARNINGS</b>		
Interest- Checking	\$ 15,000.00	0.3%
Interest- Byline Bank IMA	\$ 199,000.00	3.9%
Interest- Money Market	\$ 2,000.00	0.0%
<b>TOTAL</b>	<b>\$ 216,000.00</b>	<b>4.2%</b>
<b>OTHER REVENUE</b>		
Gift Fund	\$ 1,000.00	0.0%
Friends Donations	\$ 20,000.00	0.4%
Miscellaneous (Great Decis.)	\$ 450.00	0.0%
<b>TOTAL</b>	<b>\$ 21,450.00</b>	<b>0.4%</b>
<b>TOTAL REVENUE</b>	<b>\$ 5,112,315.00</b>	<b>100.0%</b>
EXPENSES		
	APPROVED	% of BUDGET
<b>PERSONNEL</b>		
Salaries	\$ 2,420,000.00	47.5%
Health Insurance	\$ 290,000.00	5.7%
FICA	\$ 185,000.00	3.6%
IMRF	\$ 130,000.00	2.6%
Employee Assistance Program	\$ 500.00	0.0%
Professional Development	\$ 32,000.00	0.6%
Staff Recognition/Events/Mtgs	\$ 6,000.00	0.1%
Flexible Spending Account	\$ 1,250.00	0.0%
<b>TOTAL</b>	<b>\$ 3,064,750.00</b>	<b>60.1%</b>
<b>ADMINISTRATION</b>		
Audit Fees	\$ 13,430.00	0.3%
Library Supplies	\$ 35,000.00	0.7%
Office Supplies	\$ 5,500.00	0.1%
Breakroom Supplies	\$ 4,400.00	0.1%

Postage	\$	4,300.00	0.1%
Hospitality	\$	500.00	0.0%
Accounting & Bookkeeping	\$	24,312.00	0.5%
Delivery Services	\$	7,000.00	0.1%
Payroll Services	\$	7,500.00	0.1%
Liability Insurance	\$	32,751.00	0.6%
Board Expenses	\$	5,000.00	0.1%
Memberships	\$	9,500.00	0.2%
Legal	\$	8,000.00	0.2%
Consultants	\$	4,000.00	0.1%
Investment Fees	\$	14,100.00	0.3%
Miscellaneous	\$	500.00	0.0%
<b>TOTAL</b>	<b>\$</b>	<b>175,793.00</b>	<b>3.4%</b>
<b>UTILITIES</b>	<b>APPROVED</b>	<b>% of BUDGET</b>	
Electricity	\$	42,000.00	0.8%
Water	\$	7,000.00	0.1%
Storm Sewer	\$	1,750.00	0.0%
Natural Gas	\$	11,000.00	0.2%
Telephone	\$	15,300.00	0.3%
Internet Services	\$	23,100.00	0.5%
<b>TOTAL</b>	<b>\$</b>	<b>100,150.00</b>	<b>2.0%</b>
<b>INFORMATION TECHNOLOGY</b>	<b>APPROVED</b>	<b>% of BUDGET</b>	
CCS Operating	\$	73,000.00	1.4%
Software	\$	30,000.00	0.6%
LAN Management	\$	45,000.00	0.9%
Hardware	\$	5,000.00	0.1%
Computer Equipment	\$	55,000.00	1.1%
Website/Platform Fees	\$	45,000.00	0.9%
Photocopier Leases	\$	27,000.00	0.5%
<b>TOTAL</b>	<b>\$</b>	<b>280,000.00</b>	<b>5.5%</b>
<b>PUBLIC RELATIONS</b>	<b>APPROVED</b>	<b>% of BUDGET</b>	
Marketing/Advertising	\$	11,000.00	0.2%
Promotional	\$	11,000.00	0.2%
Newsletter/Mailers	\$	35,000.00	0.7%
PR Supplies	\$	4,000.00	0.1%
<b>TOTAL</b>	<b>\$</b>	<b>61,000.00</b>	<b>1.2%</b>
<b>COLLECTIONS- ADULT</b>	<b>APPROVED</b>	<b>% of BUDGET</b>	
Books-Fiction	\$	85,000.00	1.7%
Books-Non-Fiction	\$	75,000.00	1.5%
Periodicals	\$	25,000.00	0.5%
DVDs	\$	25,000.00	0.5%
Video Games	\$	2,000.00	0.0%
Audiobooks	\$	4,500.00	0.1%

eBooks (eResources)	\$	495,000.00	9.7%
Online Databases	\$	38,000.00	0.7%
Library of Things	\$	3,000.00	0.1%
<b>TOTAL</b>	<b>\$</b>	<b>752,500.00</b>	<b>14.8%</b>
<b>COLLECTIONS- YOUTH</b>		<b>APPROVED</b>	<b>% of BUDGET</b>
Books-Fiction	\$	43,500.00	0.9%
Books-Non-Fiction	\$	19,000.00	0.4%
DVDs	\$	1,250.00	0.0%
Audiobooks/Talking Books	\$	13,000.00	0.3%
Kits	\$	1,500.00	0.0%
Video Games	\$	10,000.00	0.2%
<b>TOTAL</b>	<b>\$</b>	<b>88,250.00</b>	<b>1.7%</b>
<b>PROGRAMS</b>		<b>APPROVED</b>	<b>% of BUDGET</b>
Reading Programs	\$	11,000.00	0.2%
Programming- Studio	\$	17,600.00	0.3%
Programming-Youth	\$	42,000.00	0.8%
Programming-Adult	\$	35,500.00	0.7%
Studio Maintenance/Repair	\$	3,000.00	0.1%
<b>TOTAL</b>	<b>\$</b>	<b>109,100.00</b>	<b>2.1%</b>
<b>CAPITAL</b>		<b>APPROVED</b>	<b>% of BUDGET</b>
Capital Outlay	\$	375,000.00	7.4%
Building	\$	30,000.00	0.6%
Equipment/Furniture	\$	60,000.00	1.2%
<b>TOTAL</b>	<b>\$</b>	<b>465,000.00</b>	<b>9.1%</b>
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>5,096,543.00</b>	<b>100.0%</b>